

**INSTRUCTIONS FOR PETITIONERS APPLYING FOR ENROLLMENT
TO PRACTICE IN THE UNITED STATES DISTRICT COURT,
EASTERN AND WESTERN DISTRICTS OF ARKANSAS**

OUT-OF-STATE PETITIONERS

To be admitted to practice in the United States District Court for the Eastern and Western Districts of Arkansas, a written petition must be filed with the Clerk of Court. For this purpose, the attached *Petition for Enrollment* must be completed.

Each petitioner is required to answer all questions on the *Personal History Statement*. This information is necessary for the court to determine your qualifications. The statement must bear your signature(s) and be acknowledged before a Notary or other official authorized to administer oaths.

In addition, your *Petition for Enrollment* must be accompanied by an **original** *Certificate of Good Standing* issued by the Clerk of the State Supreme Court where you reside within the last thirty (30) days and an **original** *Certificate of Good Standing* issued by the Clerk of the United States District Court where you are enrolled within the last thirty (30) days.

Your *Petition for Enrollment, Personal History Statement, and Certificate(s) of Good Standing* must be accompanied by **two separate checks** - a **\$150.00 attorney admission fee** and a **\$10.00 annual assessment for the “Library Fund” fee¹**, pursuant to **Local Rule Appendix XI** - and should be mailed or presented to the United States District Court where you intend to practice.

United States District Court
P. O. Box 1547
Fort Smith, AR 72902-1547

United States District Court
101 South Jackson Avenue, Room 205
El Dorado, AR 71730-6133

United States District Court
John Paul Hammerschmidt Federal
Building
35 East Mountain, Suite 510
Fayetteville, AR 72701-5354

United States District Court
100 South Reserve Street, Room 347
Hot Springs, AR 71901-4141

United States District Court
United States Courthouse and Post Office
500 North State Line Avenue, Room 302
Texarkana, AR 71854-5961

If your petition and all supporting documents are in order, a *Certificate of Enrollment* will be sent to you by return mail.

¹Hereafter, the “Library Fund” fee will be assessed and collected on a biennial basis; the biennial assessment fee is \$10.00.

**UNITED STATES DISTRICT COURT
EASTERN AND WESTERN DISTRICTS OF ARKANSAS**

PETITION FOR ENROLLMENT

OUT-OF-STATE PETITIONERS

_____, Ex Parte

**TO THE HONORABLE JUDGE OF THE DISTRICT COURT OF THE UNITED STATES
FOR THE EASTERN AND WESTERN DISTRICTS OF ARKANSAS**

Your petitioner respectfully shows to the Court that I am a citizen of the United States and over the age of twenty-one years and of good moral character; that I possess the requisite qualifications of learning and ability to practice as an attorney and counselor at law in this Court; that I am regularly enrolled as an attorney and counselor at law in the Supreme Court of the State of _____.

Wherefore, Petitioner prays the Honorable Court to enter an order authorizing me to practice as an attorney at law in the Court.

Petitioner

APPROVED BY:

United States District Judge

Date

Fee Paid: _____

Receipt No: _____

PERSONAL HISTORY STATEMENT

1. Name: _____
2. Home Address: _____
3. Business Address. Firm: _____
Street Address: _____
P. O. Box: _____
City: _____ State: _____ Zip: _____
Telephone: _____
Business E-mail Address: _____
4. State Supreme Court Registration Number: _____
5. Place of Birth: _____
6. Date of Birth: _____
7. Are you in sound physical and mental condition? _____
8. Are you a citizen of the United States? _____
9. What has been your occupation(s) during the past five years? _____

10. Have you ever been discharged from any position? _____ If yes, for what reason?

11. Have you ever been arrested and/or convicted for any breach or violation of any law other than traffic offenses? _____ If yes, please describe: _____

12. Have you ever been sued? _____ If yes, provide particulars: _____

13. Provide three references:

Name	Occupation	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Education:

Name and Location of School

Dates Attended

Degree

Other studies and training for legal profession: _____

15. Are you now working in State or Federal Government? _____

16. Are you now actively engaged in the practice of law? _____

17. Provide a telephone number where you may be reached for purposes of notification regarding this petition: _____

Petitioner

I certify that I have read and understand the local rules of this Court and that I agree to attend all conferences set by the Court or I shall associate local counsel to attend in my absence.

Petitioner

NOTARY

Subscribed and sworn before me by the above-named petitioner, this _____ day of

_____, 20_____.

Signature and Title

My Commission Expires: _____

ATTORNEY'S OATH

I, _____, do solemnly swear (or affirm) that I will conduct and demean myself as an attorney of this Court uprightly and according to law and that I will support and defend the Constitution of the United States, so help me God.

Petitioner

NOTARY

Subscribed and sworn before me by the above-named petitioner, this ____ day of _____, 20____.

Signature and Title

My Commission Expires: _____